STATE OF UTAH DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

APPLICATION FOR CERTIFICATION

CERTIFIED DIETITIAN

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Utah Division of Occupational and Professional Licensing (DOPL) desires to provide courteous and timely service to all applicants for licensure. To facilitate the application process, submit a complete application form including all applicable supporting documents and fees. Failure to submit a complete application and supply all necessary information will delay processing and may result in denial of licensure. The fees are for processing your application and will not be refunded. Please read all instructions carefully.

Address of Record: The address you provide on this application will be your address of record. All correspondence from DOPL will be sent to that address. You are responsible to directly notify DOPL of any change to your address of record. Do not rely on a forwarding order.

Social Security Number: Your social security number is classified as a private record under the Utah Government Records Access and Management Act. It is used by DOPL as an individual identifier. It is also used for child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements 42 U.S.C. 666(a)(13). If an SSN is not provided, the application is incomplete and may be denied.

SUPPORTING DOCUMENTS AND FEES:

In addition to submitting a completed application, complete the following:

1. Submit a copy of your registration by the Commission of Dietetic Registration "CDR" as a registered dietitian.

OR

Submit a copy of your score report documenting passing the CDR Registration Examination for Dietitians.

2. Submit a \$60.00 non-refundable application-processing fee, made payable to "DOPL."

ADDITIONAL IMPORTANT INFORMATION:

- 1. **Utah Law and Rules:** You are required to understand all Utah laws and rules pertaining to your practice as a certified dietitian. The following laws and rules are available on the Internet at www.dopl.utah.gov.
 - Division of Occupational and Professional Licensing Act
 - ☐ General Rules of the Division of Occupational and Professional Licensing
 - □ Dietitian Certification Act
 - □ Dietitian Certification Act Rules
- 2. **Current Documents:** Applications, statutes, rules, and forms are occasionally changed. Go to www.dopl.utah.gov to ensure you have the most recent version of these documents.
- 3. **CDR Registration Examination for Dietitians:** To register to take the CDR Registration Examination for Dietitians contact your education program coordinator through your college or university. Information regarding the examination, CDR registration and study guides are also available by calling (800) 877-1600 or (312) 899-4859 or by accessing the WEB site at: www.cdr.net.org or www.eatright.org.
- 4. **Temporary Certification:** DOPL no longer issues temporary certificates. The CDR Registration Examination for Dietitians is now available year round by appointment. Upon passing the examination, you receive an instant score report that you attach to your application for dietitian certification.
- 5. **Certification Renewal:** All dietitian certifications expire September 30 of each evennumbered year.

Unlike many other states, Utah's renewal schedule **is not** based on the date of initial certification. Under Utah's renewal system, all certifications and licenses in each profession expire as a group on the same day every two years. Therefore, the length of a first renewal cycle depends on how far into the current renewal cycle initial certification was obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application is an application-processing fee only. <u>It does not include a renewal fee</u>. Each licensee is responsible to renew certification **PRIOR** to the expiration date shown on the current certificate. Approximately two months prior to the expiration date shown on the certificate, renewal information is disseminated to each certificate holder's last address of record, as provided to DOPL.

6. **Continuing Professional Education:** DOPL does not require continuing professional education or current CDR Registration to renew your Utah certification.

- 7. **Updating Address Information:** It is your responsibility to maintain a current address with DOPL. If your address is incorrect, you will not receive renewal notices or other correspondence. Address changes can be made online at www.dopl.utah.gov.
- 8. **Name Change:** If you have been licensed by DOPL under any other name, please submit documentation of your name change (i.e. copy of a marriage license or divorce decree).
- 9. **Ceremonial Certificate of Licensure:** After obtaining your license from DOPL, you can order a Ceremonial Certificate of Licensure, printed on parchment paper with original signatures and an embossed gold seal. Order forms can be obtained at www.dopl.utah.gov.
- 10. **Acceptable Forms of Payment:** Licensure fees can be paid by check or money order, made payable to "DOPL." Cash and debit/credit cards (American Express, MasterCard, and Visa) are also accepted in person at DOPL's main office but not over the telephone.

11. **Mail Complete Application to:**

By U.S. Mail

Division of Occupational & Professional Licensing P.O. Box 146741 Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational & Professional Licensing 160 East 300 South, 1st Floor Lobby Salt Lake City, Utah 84111

12. **Telephone Numbers:** (801) 530-6628

(866) 275-3675 – Toll-free in Utah

13. **Fax Number:** (801) 530-6511

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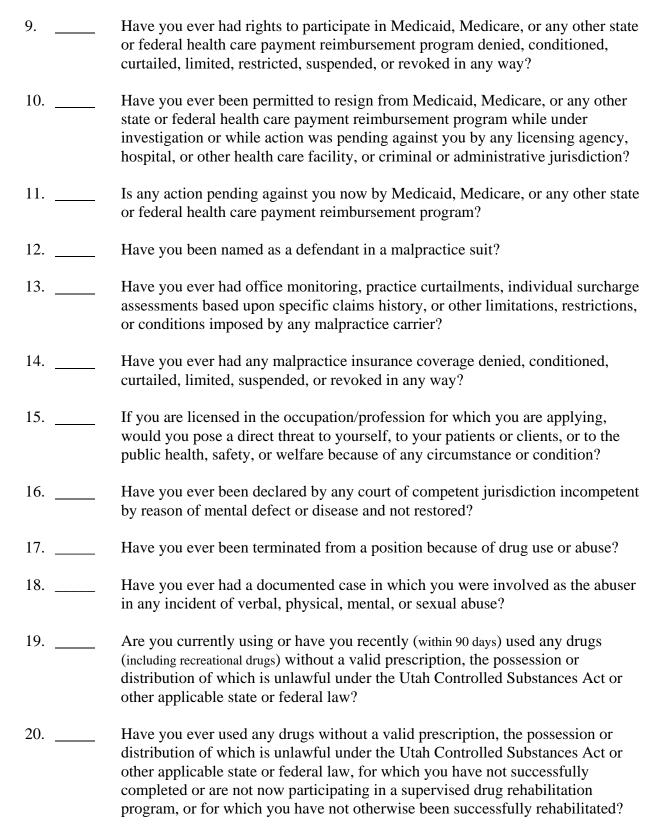
GENERAL INFORMATION:

Certificate Applying For: CERTI	FIED DIETITIAN	
Social Security Number:		_
Last Name:	Maiden Name:	
First Name:	Middle Name:	
Gender: ☐ Male ☐ Female Date of	Birth:/	-
Have You Ever Held A Utah License Before? \square Ye	s 🔲 No	
If Yes, Name of Profession:		
If Yes, License Number:		
MAILING ADDRESS:		
Street:		
City:	State:	Zip:
Telephone: Email:		
DO NOT WRITE IN THIS SECTION - FOR D	IVISION USE ONL	.Y
License/Certificate Number:		
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Reason For Denial/Other Comments:		

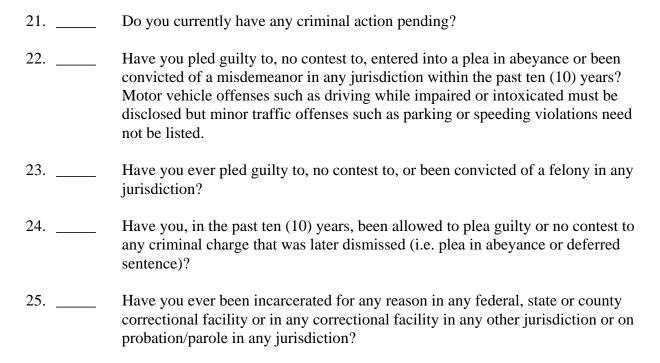
AFFIDAVIT FOR UTAH LAWS AND RULES I understand that it is my responsibility to read and understand all statutes and rules pertaining to my practice as a certified dietitian in the state of Utah and I agree to comply with such. Signature of Applicant: ______ Date: ___/____

CERTIFIED DIETITIAN QUALIFYING QUESTIONNAIRE

Answer "yes'	'or "no" for each question. Do not leave any question blank.
1	Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2	Have you ever been denied the right to sit for a licensure examination?
3	Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
4	Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any health care professional licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction?
5	Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency or governmental agency?
6	Have you ever had hospital or other health care facility privileges denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?
7	Have you ever been permitted to resign or surrender hospital or other health care facility privileges, while under investigation or while action was pending against you by any licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction?
8	Is any action related to your conduct or patient care pending against you now at any hospital or health care facility? (Continued on the next page.)



(Continued on the next page.)



If you answered "yes" to questions 21, 22, 23, 24, or 25 above, you must submit a complete narrative of the circumstances that occurred for EACH and EVERY conviction, plea in abeyance, and/or deferred sentence. You must also attach copies of all applicable police report(s), court record(s), and probation/parole officer report(s).

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you have formally expunged a criminal record as evidenced by a court order signed by a judge, you do not need to disclose that criminal history. Expungement orders must be sent to the Bureau of Criminal Identification and the FBI to enable the expungement to be completed and the criminal history eliminated from the records.

If you answered "yes" to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A "yes" answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

AFFIDAVIT and RELEASE AUTHORIZATION

I am the applicant described and identified in this application for licensure, certification, or registration in the State of Utah.

I am qualified in all respects for the license, certificate, or registration for which I am applying in this application.

To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact.

To the best of my knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

I will ensure that any information subsequently submitted to the Division of Occupational and Professional Licensing in conjunction with this application or its supporting documents meet the same standard as set forth above.

I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division of Occupational and Professional Licensing or a licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division of Occupational and Professional Licensing to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

Signature of Applicant:	
Date of Signature:/	
Printed Name of Applicant:	